

Checklist for Field Research, Conference and Summer School Funding Applications

Please note that travel applications have to be submitted at least 6 weeks before the planned date of departure.

Applications for field trips (irrespective of the total amount) and for conferences/summer schools up to a total of EUR 2,000 will be discussed in the Executive Committee (EC) (bi-weekly meeting).

Applications for conferences/summer schools with a total of more than EUR 2,000 will be discussed in the Steering Committee (quarterly meeting, dates can be found on the BIGSAS website).

Step	Person	Task
1	Junior Fellow Junior Fellow and Supervisor Junior Fellow	<p>First of all: Any field trip, conference or summer school attendance has to be consistent with your IRTP.</p> <ul style="list-style-type: none"> - Clarify if your scholarship donor bears any travel expenses (only if it does not, BIGSAS will reimburse you → Letter of refusal from the scholarship donor has to be enclosed with the application). - The DAAD pays a lump for travel cost. You have to inform the DAAD about your field trip and apply for the lump sum. The respective communication has to be submitted to BIGSAS with your travel application (either approval stating the payable sum or rejection). Only if BIGSAS receives the DAAD rejection, the money will not be deducted from the approved amount. - Discuss your field trip, conference or summer school application with your supervisor. The budget for the field trip has to be checked <u>critically</u> by your supervisor before you submit your request together with his/her written statement of support. The support letter should state that the trip you apply for is consistent with your IRTP, that the contents of your trip are relevant for your work and that the costs are reasonably calculated. - Check the visa regulations with the respective embassy. - Calculation of travel expenses: three flight quotations, at least two of them via online platforms; train connection → Rail & Fly, etc.; in case of conferences and summer schools also three quotations for overnight accommodation; proof of conference fees etc. <p>Please observe the lump sums for "Transportation costs in the field" (EUR 50 per month) and "Tangible means" (EUR 100 per month). <u>Any costs exceeding this limitation due to academic reasons have to be justified in detail.</u></p> <ul style="list-style-type: none"> - The applicable daily allowances/per diem can be found in the list "BIGSAS rates for travel". If you want to travel to a country that is not listed, please ask the BIGSAS office (bigsas@uni-bayreuth.de). <u>Please note</u>: All Junior Fellows receive the allowance for day 1 - 14 according to column 2 of this list. From day 15 onwards, all Junior Fellows with any kind of funding (scholarship, employment etc.) during the time of the field trip receive EUR 10 per day. DAAD scholarship holders receive their scholarship up to ten months in the field. If DAAD suspends the scholarship, please submit the respective communication with DAAD. All Junior Fellows without funding during the time of the field trip receive the allowance for day 15 - x according to column 3 of the list. - Prepare a complete cost budget for your field research, conference or summer school (including all dates).
2	Junior Fellow Form 1)	<p>Submission of the application</p> <p>The application has to include:</p> <ul style="list-style-type: none"> - Cover letter (stating the exact dates and explaining the purpose of your travel) - Cost budget (form 1) - Exact itinerary (together with all visited places during the travel) - Three flight quotations - Three accommodation quotations (if applicable) - Proof for requested costs (e.g. conference fees) - In case of conference applications: proof that your paper has been accepted and include a description of the conference - In case of summer school: include a description of the summer school - Support letter of your supervisor - Letter from the scholarship donor that costs are covered (stating the amount)/not covered <p>Please submit your application in hardcopy or send it via email to: bigsas@uni-bayreuth.de</p>
3	Administration Office	<p>Email to the applicant with information:</p> <ul style="list-style-type: none"> - whether the application has been approved or not or with modifications - total amount of the approved budget with modifications, if applicable - any additional requirements imposed by the Steering Committee/Executive Committee, if applicable
4	Junior Fellow Form 2) Form 3)	<p>Fill in the request for approval (form 2 Dienstreiseantrag) and enclose it with your application for advance payment.</p> <p>The application for an advance payment (form 3) has to include:</p> <ul style="list-style-type: none"> - address of the applicant - bank details of the applicant, such as bank name, IBAN and BIC - <u>approved</u> budget (named „estimated costs“ = <i>geschätzte Kosten</i>) <p>Please note: Do not indicate any amount on the advance payment form! → Max. amount possible: 80 % of the approved budget</p> <p>Please note: These two forms have to be signed! We do not accept any form without signature.</p> <p>→ Flight booking and other bookings can be made</p>
Travels		

5	Junior Fellow Form 4a) Form 4b) Form 5)	<p>Final accounting statement after return</p> <p>Please hand in all your receipts at the BIGSAS office – no reimbursement without receipt!</p> <p><u>IMPORTANT:</u></p> <ul style="list-style-type: none">- All receipts have to be categorized, serially numbered and affixed on sheets of paper (please make sure that the receipts do not exceed the edges!!!)- There is no need for receipts regarding the daily allowance (field trips) or the per diem (conference/summer school) but you need a receipt for accommodation (conference/summer school) <p>→ Divide the expenses into: a) travel costs/transportation costs b) material resources</p> <p>Use separate sheets for travel costs (form 4a) and for material resources (form 4b)</p> <ul style="list-style-type: none">- Please note: The form "Externe Rechnungen" must be attached to form 4b so that the settlement can be carried out.- fill in the university's form <i>Reisekostenabrechnung</i> (form 5) according to your cost overview
		<p><u>IMPORTANT:</u></p> <ol style="list-style-type: none">1) Travels can only be brought to account and reimbursed within six (6) months after your return. If you do not submit your final accounting in time, you will have to pay back the advance payment!2) Overpaid advance payments have to be refunded to BIGSAS.3) Please note: If your field trip lasts more than six (6) months, you have to re-apply at the German embassy for a visa to return to Germany afterwards (according to German Law).4) Due to the fact that travel costs and tangible means are accounted in two different departments of the university administration you will receive two separate payments (one for travel costs and one for tangible means). <p>Processing time of the accounting if documents are complete: 8 – 12 weeks</p>